

Shaugh Prior Parish Council

Financial Year 2019-20

Year End Internal Audit Observations



Visit date: 3 August 2020

B This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Financial Regulations have not been subject to review by Council during the year.	<i>The Council has not formally recorded review of the Financial Regulations during 2019-20. The Council has not obtained a copy of the latest NALC Financial Regulations issued in July 2019.</i>	The Council should ensure that it reviews its Financial Regulations on an annual basis. Formal review and adoption should be recorded in the Council meeting minutes.	Medium	
2	The Clerk is not CiLCA qualified	<i>It is understood that the Clerk is not CiLCA qualified.</i>	The Council should consider whether the Clerk should be CiLCA qualified.	Medium	
3	Bank signatory arrangements are not reviewed annually.	<i>It is understood that the Council last reviewed the bank signatory arrangements 4 years ago after the elections. The bank mandates were not available during the audit review. It is understood that these will be provided shortly.</i>	The Council should ensure that bank signatory arrangements are reviewed annually. Evidence of review should be formally recorded in the Council minutes. The Council to ensure that a copy of the bank mandates are forwarded to Internal Audit once located.	High	

D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council set and approved the Budget and Precept in confidential session.	<i>The Council set and approved the Budget and Precept in confidential session of the meeting 5 December 2018. The minutes of the meeting have not been published. It is understood that the reason for holding part 2 of the meeting in confidential session was because this related to budget discussion such as allowances, wages and personal matters.</i>	The Council must formally record in it's Minutes that the precept raised for 2019/20 was £11,684.	High	

G Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Contracts of employment are not available	<i>The Council has not provided the Clerk with a contract of employment. There is a job roles and responsibilities, hours of work and payscale.</i>	The Council should have a contract of employment in place for the Clerk. This is to be signed by both parties. A copy of the signed contract to be provided to Internal Audit once completed.	High	